

## LIAISON MEMORANDUM NUMBER 08-12

**To:** Agency Liaison Officers

**From:** Cindy Rougeou  
Executive Director

**RE:** Termination Date

**Date:** June 20, 2008

---

LASERS is issuing this liaison memorandum for the purpose of clarifying how agencies should report a member's termination date.

A member's termination date should be reported as the **last day** that the member was employed by their agency. Typically, the retirement date is the day **after** the termination date provided the *Application for Retirement* (Form 6-01) is received prior to that date.

The termination date is **not** the day *after* a member ceases to work. If the termination date is reported incorrectly, it can cause a member to be ineligible for retirement or retire out-of-state service and lose their accrued leave time.

You will also need to inform LASERS immediately if a member has been on Leave Without Pay (LWOP). This information should be provided before their termination date, as this may affect retirement eligibility.

If you have additional questions, please contact a LASERS Member Services representative at (225) 922-0600 in the Baton Rouge area or statewide toll-free at (800) 256-3000.

<b>Board of Trustees:</b>	Sheryl M. Ranatza, Chair	Cynthia Bridges	Virginia Burton	Cindy Rougeou, Executive Director
	Connie Carlton	Charles Castille	Sen. D.A. "Butch" Gautreaux	
	John Kennedy	Barbara McCann	Louis S. Quinn	
	Rep. Joel C. Robideaux	Lorry S. Trotter	Judge Trudy M. White	